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CITY OF HOUSTON

Job Posting

Applications accepted from:

Job Classification Posting Number Department

Division Section

Reporting Location

Workdays & Hours

ALL PERSONS INTERESTED

CRIMINAL INTELLIGENCE ANALYST

PN #107137

HOUSTON POLICE CRIME ANALYSIS

N/A

1200 TRAVIS, 19TH FLOOR*

MONDAY - FRIDAY, 8:00 A.M. -4:00 P.M.*

*Subject to change

9 DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Perform research to respond to request for analysis information. Accurately record information for communication to requestor. Identify crime patterns. Determine links between criminals, crimes, and relationships between criminals and crime groups. Operate pertinent databases, personal computers, and related computer software. Analyze raw data and produce accurate and meaningful reports and leads to investigators. Communicate and interact with investigators regarding research and analytical needs pertinent to their investigations.

WORKING CONDITIONS

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

11 MINIMUM EDUCATIONAL REQUIREMENTS

Requires an Associate's degree in Criminal Justice, Public Administration, Business Administration, Social Science or a closely related field

12 MINIMUM EXPERIENCE REQUIREMENTS

Four (4) years of related experience in a law enforcement agency are required.

A Bachelor's degree in Criminal Justice, Public Administration, Business Administration, Social Science or a closely related field may be substituted for the education requirement and two (2) years of the experience requirement.

Two (2) years of professional investigative experience in a law enforcement agency may be substituted for the education requirement.

13 MINIMUM LICENSE REQUIREMENTS

None

14 PREFERENCES

None.

SELECTION/SKILLS TESTS REQUIRED

None.

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16 <u>SAFETY IMPACT POSITION</u>

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 <u>SALARY INFORMATION</u>

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

<u>Salary Range - Pay Grade 20</u> \$1,151.00 - \$1,574.00 Biweekly \$29,926.00 - \$40,924.00 Annually

18 OPENING DATE

October 18, 2005

19 CLOSING DATE

Open Until Filled

20 APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. Our TDD phone number is (713) 837-9471.

An equal opportunity employer